City of Tillamook
The Dairylands

LOCATION: Tillamook, Oregon   **JOB TITLE**:   Risk Management Coordinator
DEPARTMENT: Administration   *Addendum to Utility Clerk*

PURPOSE OF POSITION: To implement risk management techniques and best practices. Manage and prevent risk before there is an issue. Respond to risk situations after they arise.

ESSENTIAL JOB FUNCTIONS: Coordinate and take initiative in employees' safety, health, and workplace security. Manage risk-related employee safety issues, programs, health hazards, and employee assistance and wellness programs.

Perform security risk analysis and implement programs to avoid or lessen the risk of future emergencies. Prepare for the unexpected. Be alert to employee concerns. Participate in the Safety Committee. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility in order to take responsibility for risk management. Comply with laws and regulations. Maintain a good reputation for the City.

JOB QUALIFICATION REQUIREMENTS: Knowledge of office procedures and practices, use of office equipment, word processing software, etc. Must be well-organized and self-motivated to meet deadlines. Good interpersonal and communication skills. Basic knowledge of insurance and risk prevention practices.

SPECIAL PHYSICAL REQUIREMENTS: Duties involve moving materials weighing from 10-50 pounds during risk assessments. Depth perception is required for assessing City properties and potential risk. The employee is required to infrequently crawl under desks or tables when investigating or addressing risks related cords or other potential office hazards.

SPECIAL REQUREMENTS/LICENSES: Valid driver's license for field office assessments. Evidence of High School education or equivalent.

DESIRABLE REQUIREMENTS: Previous risk management experience. Risk Manager Certification. Intermediate knowledge insurance and risk prevention practices.

SUPERVISION RECEIVED: Works under the general supervision of the City Recorder.